

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes May 12, 2021

Meeting Host / Secretary-Treasurer at BRA Office, Suite 302, 219 E. Paw Paw St, Paw Paw MI 49079
All other attendees participated online from remote locations

Note for the Record—This meeting was held online using Zoom remote meeting software as authorized in the Michigan Open Meetings Act. The source of this authorization is a declaration by the Van Buren County Board of Commissioners of a county-wide state of emergency, originally declared on 11/24/2020 and most recently extended on 01/26/2021 to its present expiration date of 12/31/2021. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county's website to allow public participation. Each Board Member who attended remotely announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state) as required in the Act.

Board Member Attendance Report										
Name	Position	Attendance Status	Declared Remote Location			Present Anytime	Present @ Start	+ Late Arrivals	- Early Departs	Present @ End
			Municipality	County	State					
Lisa Phillips	Chair	Attended remotely	Porter Township	Van Buren	Michigan	Yes	Yes			Yes
Jan Petersen	Vice Chair	Attended remotely	Hamilton Township	Van Buren	Michigan	Yes	Yes			Yes
Gail Patterson-Gladney	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Cynthia Compton	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Kate Hosier	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Sarah Moyer-Cale	Member	Attended remotely	Paw Paw Village	Van Buren	Michigan	Yes	No	3:35 PM		Yes
Katie Strohauer	Member	Attended remotely	Almena Township	Van Buren	Michigan	Yes	Yes			Yes
Zach Morris	Member	Attended remotely	Antwerp Township	Van Buren	Michigan	Yes	No	3:52 AM		Yes
Dr. Patrick Creagan	Member	Attended remotely	Decatur Village	Van Buren	Michigan	Yes	Yes			Yes
				Count:		9	7	2	0	9
				Members Present:			7 of 9	9 of 9	9 of 9	9 of 9
				Quorum (Yes/No):			Yes	Yes	Yes	Yes

1. Call to Order and Determination of Quorum and Attendees

At 3:32 PM, by Chairperson Lisa Phillips, with attendees/absentees/remote locations/quorum status as stated above and as follows:

- a. **Board Members Present (9); Board Members Absent (0); Board Vacancies: (0).** A quorum (7 of 9) is initially present, with Moyer-Cale and Morris arriving later as stated.
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultant Erik Peterson from Envirologic Technologies Inc., Simona Silaghi and John O'Connell as applicants; Erica Bays of EGLE; Board Member Designate John Young.

2. Approval of Agenda--Motion by Hosier, supported by Patterson-Gladney, to approve the prepared agenda. Approved by a vote of 7-0.

Member Arrival—Sarah Moyer-Cale arrived at 3:35 PM, increasing the quorum to 8 of 9.

3. Approval of Minutes of Regular Meeting held April 14, 2021-- Motion by Hosier, supported by Patterson-Gladney, to approve the minutes of the Regular Meeting held April 14, 2021. Approved by a vote of 8-0.

4. Public Comment—None

5. Secretary-Treasurer's Report--Nelson presented a written report with oral enhancements and action items as follows:

- a. **Invoices for Approval**--The following invoices were presented for approval:

Amount	Vendor	Invoice #	Invoice Date	Reason
	EPA Grant Invoices:			
\$ 105.00	Envirologic Technologies Inc	07609	2021-05-05	Programmatic
-	Envirologic Technologies Inc			
\$ 105.00	Envirologic Sub-Total			
214.80	Herald Palladium	70018614	2021-05-02	Pub BP Hearing Notices-So Haven Tribune
\$ 319.80	Total of EPA Grant Invoices			
-				
\$ 319.80	Total of All Invoices			

Motion by Patterson-Gladney, supported by Moyer-Cale, to approve the above invoices totaling \$319.80 for payment. Approved by a vote of 8-0.

6. Other Correspondence—None

Member Arrival—Zach Morris arrived at 3:52 PM, increasing the quorum to 9 of 9.

7. New Business—

- a. New Project Application at 101 Cemetery Rd, Bangor City**—Eric Peterson introduced Simona Silaghi and John O’Connell regarding 101 Cemetery Road in the City of Bangor. They are initially seeking project approval and funding using EPA Grant Funds. Erik Peterson presented and reviewed the project application and is preparing Work Order #40 that will be for up to \$7,000, being up to \$4,000 for EPA Eligibility and Phase I ESA, and up to \$3,000 for BEA. Motion by Patterson-Gladney, supported by Petersen, to approve the project and Work Order #40 (when received) for up to \$7,000, subject to receipt of a signed Development Agreement and the required application fee. Approved by a vote of 9-0.

- b. Review of 2020 Captured Taxes**—Wayne Nelson presented data on the 2020 Captured Property Taxes for the various BP’s that have active capture. A summary of the \$38,951.38 captured taxes is as follows:

Van Buren County Brownfield Redevelopment Authority--2020 Taxes Captured Summary									
Project Name	School Tax Summer	School Tax Winter	School Tax Total	Local Tax Summer	Local Tax Winter	Local Tax Total	All Taxes Summer	All Taxes Winter	Total Capture
Blue Fin-Keeler Township	-	-	-	32.29	91.75	124.04	32.29	91.75	124.04
Hometown Properties-Bangor City	989.44	2,968.32	3,957.76	3,742.06	2,976.29	6,718.35	4,731.50	5,944.61	10,676.11
Hometown Properties-Gobles	-	-	-	2,183.12	1,114.71	3,297.83	2,183.12	1,114.71	3,297.83
Paw Paw Brewing-Paw Paw Village	30.16	90.50	120.66	514.60	327.92	842.52	544.76	418.42	963.18
Village Pharmacy--Paw Paw Village	-	-	-	3,846.50	2,451.56	6,298.06	3,846.50	2,451.56	6,298.06
Midwest V--Paw Paw Village	1,855.72	5,567.18	7,422.90	6,210.74	3,958.52	10,169.26	8,066.46	9,525.70	17,592.16
Total Taxes Captured	2,875.32	8,626.00	11,501.32	16,529.31	10,920.75	27,450.06	19,404.63	19,546.75	38,951.38

- c. Distribution of 2020 Captured Taxes**—Wayne Nelson presented the proposed distribution of the \$38,951.39 in 2020 Captured Property Taxes, as follows:

Van Buren County Brownfield Redevelopment Authority--2020 Captured Taxes Distribution Summary								
Project	To Owner / Developer	To MEDC- 1/2 SET	To EGLE- Loans	To LBRF Loans	Escrow for EGLE/LBRF Loans and Admin	To BRA for Admin Charges	Total Distribution	Admin Fee Calculation
Blue Fin—Keeler Township	117.84	-	-	-	-	6.20	124.04	5% of capture
Hometown Properties-Bangor City	10,004.28	-	-	-	-	671.83	10,676.11	10% of non-school capture
Hometown Properties-Gobles	2,968.05	-	-	-	-	329.78	3,297.83	10% of capture
Paw Paw Brewing-Paw Paw Village	-	15.00	-	-	948.18	-	963.18	All to escrow
Village Pharmacy--Paw Paw Village	5,548.06	-	-	-	-	750.00	6,298.06	\$750 per year
Midwest V--Paw Paw Village	9,426.22	928.00	6,221.02	-	-	1,016.92	17,592.16	10% of non-school capture
Totals	28,064.45	943.00	6,221.02	-	948.18	2,774.73	38,951.38	

Nelson requested approval to distribute the 2020 Captured Property Taxes according to the summary. Phillips asked that additional verification of the maximum allowable capture on each project be verified an additional time before distribution.

Motion by Patterson-Gladney, supported by Compton, to approve the above distributions totaling \$38,951.38 after an additional verification by the Secretary-Treasurer that these distributions are within the maximum allowable captures on each project. Approved by a vote of 9-0.

- d. EGLE Request for Site Recommendations**—Erica Bays, our EGLE District Representative asked for any site recommendations we might have for inclusion in EGLE’s next budget planning process. The Chair designated herself, Eric Peterson, Wayne Nelson, Cynthia Compton and Kate Hosier or a majority thereof as an ad hoc committee for this purpose.

8. Ongoing Business—EPA Grant/Brownfield Plan Project Updates—Consultant Erik Peterson made comments on EPA Grant and Brownfield Plan projects as follows:

- a. 05585 Blue Star Hwy**—The proposed Essential Storage Brownfield Plan was approved by the VBCBOC without modification after a public hearing on May 11, 2021. Plan activities will commence.
- b. 10336 Blue Star Hwy**— The proposed The Lodge Brownfield Plan was approved by VBCBOC the without modification after a public hearing on May 11, 2021. Plan activities will commence.

- c. **Sherman Hills**—ETI is actively working with the applicant, the City of South Haven, the SLBA, the VBCLBA and EGLE to advance the project. There is an apparent breakthrough on the conservation easement issue, such that the developer is ready to move with an alternative site plan and proceed. Erik Peterson reiterated that he could then accurately identify eligible costs and proceed with BP development.
 - d. **413 Delaware St**—Tax issues remain to be resolved.
 - e. **23944 Red Arrow Hwy**— The matter of having a BP coupled with the new Commercial Rehabilitation Exemption for the site and Antwerp Township's possible objections remain current issues.
 - f. **67902 Red Arrow Hwy**—ETI is slowly working toward finalizing a BP if the developer is willing. The developer has some possible new activities that could interest EGLE in additional support. This site and possible additional related site will be included in the recommendations under Item 7d.
 - g. **99 Walker Street in Lawton**—The matter of having a BP coupled with the new Commercial Rehabilitation Exemption for the site and the Village of Lawton's possible objections remain current issues.
 - h. **1-5 Main Street, Hartford**—Work is in progress.
 - i. **No other Ongoing Business**
9. **Other Business/Reports**
- a. **Land Bank Report**—Compton reported that there was no VBCLBA meeting held this month.
 - b. **Economic Development Corporation and Other ED Report**—Morris having departed, there was no report.
10. **General Member Comments**—Chair Lisa Phillips presented a Certificate of Appreciation to Jan Petersen whose term expires on June 1. All others in attendance voiced their thanks, support and best wishes to Jan.



- 11. Adjournment**—Motion by Hosier, supported by Morris, to adjourn, Approved by a vote of 9-0.
All business being completed, the meeting was adjourned by the Chair at 4:59 PM.



Wayne Nelson, Secretary-Treasurer
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
SLBA	Agency	Michigan State Land Bank Authority
VBCLBA or LBA	Agency	Van Buren County Land Bank Authority
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
BP	Brownfield Term	Brownfield Plan
LBRF	Brownfield Term	Local Brownfield Revolving Fund
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing